

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

## **Subject: Exit Notice**

Dear [Employee Name],

We would like to take this opportunity to thank you for your hard work and dedication during your seasonal employment with [Company Name]. As per the terms of your employment, your last working day will be [Insert Last Day of Work].

Please ensure that all company property is returned by your last working day. Your final paycheck, including accrued vacation days, will be processed and sent to you according to our usual payroll schedule.

We appreciate your contributions to our team and wish you the best in your future endeavors. If you have any questions, please do not hesitate to reach out.

Thank you again for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]